



WASHOE COUNTY

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CM/ACM KS
Budget DN
DA —
Risk Mgt. —
HR —
Grant Mgt GE

STAFF REPORT BOARD MEETING DATE: October 14, 2014

DATE: September 22, 2014
TO: Board of County Commissioners
FROM: Grady Tarbutton, Director – Senior Services
328-2575 gtarbutton@washoecounty.us

THROUGH: Kevin Schiller - Assistant County Manager

SUBJECT: Recommendation to accept grant awards from the Nevada Aging and Disability Services Division for the following Older Americans Act Title III Programs: Nutrition Equipment [\$3,580 match of \$632 from ad valorem tax] and Nutrition Vehicle Purchase [\$38,783 match of \$6,845 from ad valorem tax]; retroactive from September 29, 2014 through March 31, 2015; and direct the Comptroller to make the appropriate budget adjustments. (All Commission Districts)

SUMMARY

The Department is recommending the Board of County Commissioners accept grant awards from the Nevada Aging and Disability Services Division for the following Older Americans Act Title III Programs: Nutrition Equipment [\$3,580 match of \$632 from ad valorem tax] and Nutrition Vehicle Purchase [\$38,783 match of \$6,845 from ad valorem tax]; retroactive from September 29, 2014 through March 31, 2015; and direct the Comptroller to make the appropriate budget adjustments.

The Department is requesting the Board of County Commissioners retroactively accept the Nutrition Equipment and Nutrition Vehicle Purchase grant awards due to receiving the Notice of Grant Awards from ADSD on September 17, 2014, after the submission deadline for the September 23, 2014 regularly scheduled Board of County Commissioners meeting. Accepting these awards will allow the County to continue working towards meeting the growing nutritional needs of seniors.

County Strategic Objective supported by this item: Sustainability of our financial, social and natural resources.

PREVIOUS ACTION

The State of Nevada periodically makes grant monies available to nutrition grant recipients for the purchase of equipment to support their nutrition programs. The Board accepted previous nutrition equipment grants in March of 2010 and October 2012 for the purchase of equipment to support the congregate meal program at the Neil Road Recreation Center and a nutrition vehicle for the home delivered meal program.

AGENDA ITEM # 106

BACKGROUND

The State of Nevada Aging and Disability Services Division (ADSD) is a primary source of funding for Senior Services' Nutrition Programs, primarily through Title III-C federal funds authorized by the Older American's Act. The Department receives funds annually to directly support the Congregate and Home Delivered Meal programs. This year, ADSD has an excess of funds it is making available to qualifying programs for the purchase of equipment to support senior nutrition programs. The department submitted an application to ADSD listing three equipment needs, in order of priority, of the most needed equipment to support the nutrition program. ADSD has awarded grants to fulfill all three of the needs listed in the Department's application.

The kitchen equipment, mobile utility racks and stainless steel utility carts, will be used to support production for the congregate and home delivered meal programs. The vehicle will be transferred to the Equipment Services Division and will be maintained by that Department. As such, replacement and maintenance expenses will be incurred by the Department. The addition of the vehicle will increase the size of the Department's home delivered vehicle fleet by one and allow to the Department to retire an older vehicle to "back up" status to insure uninterrupted home delivered meal service when fleet vehicles are taken offline for repair and maintenance. Any additional expenses in FY 13/14 will be funded by general unrestricted donations and ad valorem funds.

GRANT AWARD SUMMARY #1

Project/Program Name: Nutrition Equipment

Scope of the Project: Senior Services has received Federal grant funding through the State of Nevada for the Congregate and Home Delivered Meal Programs since 1973. Daily lunch meals are provided at no-charge to clients ages 60 and over and those less than 60 years of age for a nominal fee. Home Delivered Meals are provided weekly in addition to shelf stable meals which are delivered twice a year at no-charge to home-bound seniors ages. All meals are prepared by a licensed contractor with oversight from a registered dietician. This grant is an important component of the Department's Senior programming.

Benefit to Washoe County Residents: The Congregate and Home-Delivered Meal Programs ensure that seniors are provided nutritious meals and regular social contact in an effort to prevent those that are greatest risk from being institutionalized. The addition of equipment that will be funded by the Nutrition Equipment grant will assist the County in providing a more efficient senior nutrition program to seniors throughout Washoe County.

On-Going Program Support: The grant award will be used for a one time purchase of mobile adjustable utility racks and stainless steel utility carts to support meal production of the congregate and home delivered meal programs.

Award Amount: \$3,580

Grant Period: September 30, 2014 through March 31, 2015

Funding Source: U.S. Department of Health and Human Services

Pass through From: Nevada Aging and Disability Services Division

CFDA Number: 93.045

Grant ID Number: 16-000-66-1X-15

Match Amount and Type: ADSD requires \$632 in matching funds which will be provided through Washoe County ad valorem tax funds dedicated Senior Services.

Indirect Cost Rate (applicable to the award):

Grant's recoverable indirect cost rate:

- ☐ Indirect costs are fully recoverable
- ☐ Sponsor does not allow for indirect cost recovery
- ☒ Sponsor has limited indirect cost recovery at 8 %
- ☐ Sponsor requires indirect Cost Rate Approved by Cognizant Agency

Special Terms & Conditions: Special Conditions noted by the funding agency are as follows:

1. Grant funds are to be used to purchase the following:
 - a. Four mobile, adjustable utility racks
 - b. Four utility carts

Sub-Awards and Contracts: N/A

FISCAL IMPACT

The Department's FY 14/15 adopted budget did not include this grant award in its estimate. Therefore, should the Board accept this grant and approve these amendments; the adopted budget will be increased by \$3,580 in both revenues and expenses.

Cost Object	G/L Account	Amount
IO TBDXXX	431100	\$3,580
IO TBDXXX	711504	\$3,580

County match cash totaling \$632 included in the adopted FY14/15 expense budgets in the following cost center: 250511 – Nutrition Local

GRANT AWARD SUMMARY #2

Project/Program Name: Nutrition Vehicle Purchase

Scope of the Project: Senior Services has received Federal grant funding through the State of Nevada for the Congregate and Home Delivered Meal Programs since 1973.

Daily lunch meals are provided at no-charge to clients ages 60 and over and those less than 60 years of age for a nominal fee. Home Delivered Meals are provided weekly in addition to shelf stable meals which are delivered twice a year at no-charge to home-bound seniors. All meals are prepared by a licensed contractor with oversight from a registered dietician. This grant is an important component of the Department's Senior programming.

Benefit to Washoe County Residents: The Congregate and Home-Delivered Meal Programs ensure that seniors are provided nutritious meals and regular social contact in an effort to prevent those that are greatest risk from being institutionalized. The addition of the Nutrition Vehicle funded by this award will increase the delivery fleet of the County's Home Delivered Meal program by one vehicle. The addition of this vehicle will allow the Department to retire an older vehicle to "back up" status to insure uninterrupted home delivered meal service when fleet vehicles are taken offline for repair and maintenance.

On-Going Program Support: The grant award will be used for a one time purchase of one "hotshot" vehicle to support meal delivery of the congregate and home delivered meal programs operated by the County.

Award Amount: \$38,783

Grant Period: October 1, 2014 through March 31, 2015

Funding Source: U.S. Department of Health and Human Services

Pass through From: Nevada Aging and Disability Services Division

CFDA Number: 93.045

Grant ID Number: 16-000-78-2X-15

Match Amount and Type: ADSD requires \$6,845 in matching funds which will be provided through Washoe County ad valorem tax funds dedicated Senior Services.

Indirect Cost Rate (applicable to the award):

Grant's recoverable indirect cost rate:

- ☐ Indirect costs are fully recoverable
- ☐ Sponsor does not allow for indirect cost recovery
- ☒ Sponsor has limited indirect cost recovery at 8 %
- ☐ Sponsor requires indirect Cost Rate Approved by Cognizant Agency

Special Terms & Conditions: Special Conditions noted by the funding agency are as follows:

2. Grant funds are to be used to purchase the following:
 - a. Purchase a hotshot truck.

Sub-Awards and Contracts: N/A

FISCAL IMPACT

The Department's FY 14/15 adopted budget did not include this grant award in its estimate. Therefore, should the Board accept this grant and approve these amendments; the adopted budget will be increased by \$38,783 in both revenues and expenses.

Cost Object	G/L Account	Amount
IO TBDXXX	431100	\$38,783
IO TBDXXX	781004	\$38,783

County match cash totaling \$6,845 included in the adopted FY14/15 expense budgets in the following cost center: 250511 – Nutrition Local

RECOMMENDATION

It is recommended the Board of County Commissioners accept grant awards from the Nevada Aging and Disability Services Division for the following Older Americans Act Title III Programs: Nutrition Equipment [\$3,580 match of \$632 from ad valorem tax] and Nutrition Vehicle Purchase [\$38,783 match of \$6,845 from ad valorem tax]; retroactive from September 29, 2014 through March 31, 2015; and direct the Comptroller to make the appropriate budget adjustments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to accept grant awards from the Nevada Aging and Disability Services Division for the following Older Americans Act Title III Programs: Nutrition Equipment [\$3,580 match of \$632 from ad valorem tax] and Nutrition Vehicle Purchase [\$38,783 match of \$6,845 from ad valorem tax]; retroactive from September 29, 2014 through March 31, 2015; and direct the Comptroller to make the appropriate budget adjustments."

NOTIFICATION OF GRANT AWARD

Grantee: Washoe County **Date:** September 16, 2014
Program Name: Washoe County Senior Services **New / Revised Award:** New
Grant Number: 16-000-66-1X-15 **Award Fiscal Year:** 2014
Grant Period: 9/30/2014 - 3/31/2015

Vendor #: T40283400 **Funded Service:** Nutrition Equipment
DUNS #: 073786998 **Grant Type:** Categorical

CFDA #	93.045			Total
Funding Source	Title III-C1			
Award	\$3,580.00			\$3,580.00
Carryover				\$0.00
Supplement				\$0.00
Deobligation				\$0.00
Total Amount Awarded	\$3,580.00	\$0.00	\$0.00	\$3,580.00
Required Match	\$632.00	\$0.00	\$0.00	\$632.00

Standard Grant Conditions

- A. The total award amount designates a ceiling of participation by the Aging and Disability Services Division.
- B. Funds are requested and disbursed on a monthly basis or on an as-needed basis.
- C. The Grantee shall comply with the Program Instructions, Nevada (PINs), and Service Specifications established by the Division. Grantees receiving federal funding must also comply and adhere to the appropriate OMB Circulars and Administrative Requirements.
- D. The Division, as Grant Agency, retains control over any capital equipment, including vehicles that are purchased or provided matching funds.
- E. The Grantee shall comply with the scope of services, budget and assurances defined in the approved grant application. The Grantee must have prior approval from the Division for making significant programmatic or budget changes affecting the scope of service or service delivery method. Grant expenditures must comply with the limitations of the grant agreement.
- F. If any part of the award is sub-contracted, the Sub-Grantee must comply with the same grant conditions.
- G. The Grantee/Program will acknowledge the Aging and Disability Services Division in publicity, publications and pamphlets. An approved Division logo must be applied to the outside of all vehicles purchased with Division grant funds.
- H. The Grantee must submit timely quarterly financial reports for all programs or grant payments will be withheld. For programmatic reporting, programs that comply with SAMs will complete monthly data entry and programs that are not required to comply with SAMS will report quarterly or grant funds will be withheld.
- I. The Grantee agrees to a limited scope audit to settle any financial disagreements or disputes. Audit costs are to be paid by Grantee.

Initials_____
Date

NOTIFICATION OF GRANT AWARD

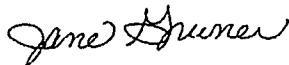
Grant Number: 16-000-66-1X-15

Date: September 16, 2014

- J. All Division funded programs must be listed on the Nevada Aging and Disability Resource Center (ADRC) website - www.NevadaADRC.com.
- K. The maximum administrative or indirect costs that can be charged to this grant is limited to 8% of the direct costs, with the exception of fixed fee, Nutrition Services Incentive Program, or equipment awards, for which administrative costs are not allowed.
- L. The Division will automatically de-obligate all funds not obligated by the end of the grant award period.
- M. The Grantee shall hold harmless, defend and indemnify the State of Nevada, Department of Health and Human Services and the Aging and Disability Services Division from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Grantee's performance or non-performance of the services or subject matter called for in the Grant Agreement, to the extent limited in accordance with NRS 41.0305 to 41.039.
- N. If applicable, the Grantee agrees to the requirements of Chapter 218 of the Nevada Revised Statutes as amended by the 2007 Legislature.
- O. This grant agreement may be TERMINATED by either party prior to the end date set forth on the Notice of Grant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if, for any reason, the Aging and Disability Services Division state and/or federal funding ability to satisfy this agreement is withdrawn, limited or impaired.

Special Grant Conditions

1. Grant funds are to be used to purchase the following:
- Four Mobile, adjustable utility racks
 - Four Utility carts



Jane Gruner, Administrator

9/16/2014

Date

STATEMENT OF ACCEPTANCE: I have reviewed and accept the conditions listed on all pages of this grant award, as evidenced by either my signature or initials on each page.

Signature, Title

Date

NOTIFICATION OF GRANT AWARD

Grantee: Washoe County **Date:** September 16, 2014
Program Name: Washoe County Senior Services **New / Revised Award:** New
Grant Number: 16-000-78-2X-15 **Award Fiscal Year:** 2015
Grant Period: 10/1/2014 - 3/31/2015

Vendor #: T40283400 **Funded Service:** Vehicle Purchase
DUNS #: 073786998 **Grant Type:** Categorical

CFDA #	93.045			Total
Funding Source	Title III-C2			
Award	\$38,783.00			\$38,783.00
Carryover				\$0.00
Supplement				\$0.00
Deobligation				\$0.00
Total Amount Awarded	\$38,783.00	\$0.00	\$0.00	\$38,783.00
Required Match	\$6,845.00	\$0.00	\$0.00	\$6,845.00

Standard Grant Conditions

- A. The total award amount designates a ceiling of participation by the Aging and Disability Services Division.
- B. Funds are requested and disbursed on a monthly basis or on an as-needed basis.
- C. The Grantee shall comply with the Program Instructions, Nevada (PINs), and Service Specifications established by the Division. Grantees receiving federal funding must also comply and adhere to the appropriate OMB Circulars and Administrative Requirements.
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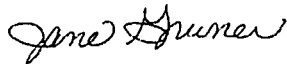
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Special Grant Conditions

1. Grant funds are to be used to purchase a hotshot truck.



Jane Gruner, Administrator

9/16/2014

Date

STATEMENT OF ACCEPTANCE: I have reviewed and accept the conditions listed on all pages of this grant award, as evidenced by either my signature or initials on each page.

Signature, Title

Date